

FIRE CHIEF

Purpose:

To actively support and uphold the City's stated mission, vision, and values. To provide administrative leadership and direction for the Fire Department; to prepare the Department for future development and the community's needs through appropriate new technologies, performance standards, procedures and processes to operate at a level of peak effectiveness to ensure safety and efficiency.

Supervision Received and Exercised:

Receives general administrative direction from the City Manager.

Exercises direct supervision over sworn, technical and support staff within the Department.

Essential Functions:

Duties may include, but are not limited to, the following:

- Advise the City Manager, Mayor, City Council, and the community on matters of fire
 prevention and suppression, fire and life safety education, emergency medical
 services, hazardous materials mitigation, disaster risk reduction and response and
 technical rescue.
- Plan for the maintenance and development of the Department as a key service provider in impacting the quality of life for people in the Community through long range plans goals and objectives, strong budget management and on going management reports.
- Maintain a cooperative and collaborative relationship with Department membership and the labor/management process with the leadership and membership of Local 493 of the International Association of Firefighters.
- Respond to emergencies as appropriate to evaluate service delivery and provide support.
- Direct City disaster preparedness and response plans and activities.

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 Represent the City in appropriate local, regional, state and federal activities related to Department and City operations and welfare.

 Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives.

• Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace.

 Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out programs; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.

• Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.

 Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

 Confer, advise and/or direct division heads on problems relating to activities within their division.

• Facilitate the resolution of employee relation issues as well as represent the City in matters of concern to associations representing City employees.

 Advise and assist the City Manager, department management, and employees in a variety of work related matters including the interpretation and application of policies and processes.

 Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

 Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

 Make presentations before the City Council and other boards, commissions and community organizations. CITY OF TEMPE

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 Supervise and participate in the development and administration of the department budget; direct the forecast of additional or reduced funds required for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement

midyear adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training;

work with employees to correct deficiencies; implement discipline and termination

procedures.

• Maintain an active presence, while emphasizing sensitivity and appreciation of both political and public processes while displaying a willingness to meet with the

community, business, professional and labor groups in an open, honest and

constructive manner.

Have a strong commitment to and value diversity in the Department and the City.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Eight years of increasingly responsible command and supervisory experience in an organized fire department, including three years of management responsibility at the

Fire Deputy Chief (battalion chief level) or higher.

Education:

Bachelor's degree from an accredited college or university with major course work in fire science, fire management, public administration, or degree related to the core functions

of this position.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Designation as a Chief Fire Officer through the Commission on Professional

Credentialing from the Center for Public Safety Excellence is preferred.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

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Interpersonal skills: Maintain open lines of communication; establish a high degree of trust and credibility; and promote a workforce and environment that represents and values diversity of people and ideas.

Integrity: Abide by a strict code of ethics and behavior; encourage others to behave accordingly; treat others with honesty, fairness and respect; and take responsibility for accomplishing work goals within accepted timeframes.

Professionalism: Maintain composure and deal calmly and effectively in stressful situations; project an appropriate image of self and the organization; and take pride in your own work and the work of the organization.

Initiative: Work with energy, drive and strong accomplishment orientation; go beyond the routine demands of the jobs; perform effectively with minimal direction; and always strive to succeed and excel.

Customer Service: Understand customer needs; provide prompt, efficient and courteous assistance; follow up with customers; and actively look for ways to improve service.

Planning and Organizing: Approach work in a methodical manner; prioritize tasks and perform accurately and completely; allocate time and resources effectively; and develop contingency plans.

Dependability and Reliability: Responsible and consistent in fulfilling obligations; diligently meet deadlines; and comply with organizational rules, policies and procedures.

Willingness to Learn: Develop and maintain knowledge, skills and expertise necessary to achieve positive results; anticipate changes in work demands; participate in training; and seek constant feedback.

Critical and Analytic Thinking: Use inductive and deductive reasoning to perform job successfully; critically review, analyze, compare and interpret information; and quickly understand, orient and learn new assignments.

Teamwork: Accept membership in a team; develop constructive and cooperative working relationships with others; identify goals and values of the team; and bring others together to reconcile differences.

Problem Solving and Decision Making: Ability to identify problems; use logic and analysis to identify and decide on the best solution to resolve the problem; and commit to a solution in a timely manner.

Job Code: 046

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Status: Exempt / Unclassified